

**30 MARCH 2002**



**Security**

**BASE DESTRUCTION FACILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, **Physical Security**. This instruction describes responsibilities, procedures, and the criteria for using Vandenberg Air Force Base Destruction Facility in Building 7423 while destructing classified and sensitive materials. Types of materials that are officially destroyed in this facility are: paper; laminates; transparencies; audio and videocassette tapes (*already unwound*) and typewriter ribbons. In addition, the Vandenberg Air Force Base Destruction Facility houses a microfiche and CD-ROM destroyer. Base Records Management (30 CS/SCBR) personnel will give instructions for use of these machines and the “two-person” policy is enforced at all times during facility usage. This instruction applies to all military and civilian personnel on Vandenberg Air Force Base. Send comments and suggestions for this instruction on AF Form 847, **Recommendation for Change of Publication**, through applicable channels, to Base Records Management (30 CS/SCBR) Building 9340, 357 6th Street, Vandenberg Air Force Base, California 93437. (See **Attachment 1**, Feed Rates and Ratios).

**SUMMARY OF REVISIONS**

CD-ROM destroyer added; the Paperwork Reduction Act of 1974 removed. Location changed to send AF Form 847 for comments and/or suggestions to 30 CS/SCBR, Building 9340, 357 6th Street, Vandenberg Air Force Base, California 93437. Vandenberg Air Force Base Destruction Facility Manager’s extension, DSN lines 276-6545/DSN 276-4212 and commercial lines (805) 606-6545/606-4212. Deleted startup procedures to turn on house lights and turn on pressure value. Base Records Management will remain on premises during media destruction added. A special arrangement for Top Secret media destruction must be made with the destruction facility manager added.

**1. Responsibilities:**

1.1. Base Records Management (30 CS/SCBR):

- 1.1.1. Controls and manages the Vandenberg Air Force Base Destruction Facility in Bldg 7423.
- 1.1.2. The Facility Manager will open the building before customer's arrival.
- 1.1.3. Trains facility users on the use of equipment in Bldg 7423 IAW this instruction.
- 1.2. Users/Operators will:
  - 1.2.1. Comply with this instruction while operating the Vandenberg Air Force Base Destruction Facility.
  - 1.2.2. Ensure facility is secure during equipment usage in Bldg 7423.
  - 1.2.3. Comply with all applicable security directives during media destruction.
  - 1.2.4. Immediately report equipment breakdown to facility manager in person or by landline.

## 2. Policy.

- 2.1. Equipment Failure. In event of equipment breakdown, the users must never abandon the area until all materials are cleared and that the facility manager (30 CS/SCBR) ext 6-6545/ 6-4212, Unit Security Manager, and the Vandenberg Information Security Officer (30 SFS/SFAI) 606-4615 are officially notified and present. If equipment breakdown and or failure requires a trouble call to Base Control Maintenance and it is determined by the facility manager that it was caused by misuse or abuse, the user can be held financially liable for all costs acquired for repair. Misuse is defined as use other than that prescribed in this instruction (refer to Paragraph 3., Paragraph 4., and [Attachment 1](#)).
- 2.2. Point of Contact (POC) Memorandum. User agencies on Vandenberg AFB will assign a primary and alternate POC, and send their memorandums (annually, during October, undated as needed) with names and duty extensions to 30 CS/SCBR, Building 9340, 357 6th Street, Vandenberg Air Force Base, California 93437.
- 2.3. Operators Orientation. All personnel requesting use of the facility must first complete the Vandenberg AFB Destruction Facility User Orientation in Building 7423 on an as-need-basis.
- 2.4. Top Secret Materials. If the machine becomes jammed while destroying Top Secret materials, the user must provide an individual with the appropriate security clearance to monitor and supervise the unjamming process and that the 30 CS/SCATL (DCI)-Logistics/IM Supervisor must be present at this time.

**3. Facility Operating Procedures.** Ensure the below listed procedures are performed before usage of the Vandenberg Air Force Base Destruction Facility and deviation from these measures could result in misuse or abuse of equipment.

- 3.1. Start-Up Procedures (Facility Manager).
  - 3.1.1. Turn on switch located inside building by front entrance for complex lights.
  - 3.1.2. Turn on water valve (counter clockwise) at base of sink.
  - 3.1.3. Shake dust (several times) from tall filter tubes situated adjacent to pulverizer and ensure it is done before operating the base destruction facility.
  - 3.1.4. Put on hearing protection (located in metal cabinet).
  - 3.1.5. Turn on airlock switch located at Panel # 1.

3.1.6. Turn on fan switch located at Panel # 2.

3.1.7. Turn on Baler switch located at Panel # 3.

3.1.8. Turn disintegrator switch located at Panel # 4.

3.1.9. Turn on conveyor ramp switch located at Panel # 5. NOTE: Preset speed for the conveyor is between 30-40 ramp speeds and must not be altered.

### 3.2. Operating Equipment.

3.2.1. Two personnel are required to operate the Vandenberg Air Force Base Destruction Facility at all times—one to feed the materials on the conveyor and one to monitor the baler. The person monitoring the baler will ensure the shredder does not jam. If the shredder jams, immediately shut down equipment at the main breaker switch at the interior rear of building and immediately notify the facility manager (refer to Paragraph 2.1.).

3.2.2. Feed materials into the disintegrator via conveyor ramp. Feed a few sheets at a time, and slowly increase the amount to about  $\frac{1}{4}$  - inch to  $\frac{1}{2}$ - inch (thickness will vary depending on media type). Be sure to lay all materials flat on conveyor ramp. CAUTION: Overfeeding can cause the machine to overload and jam.

3.2.3. The “pitch” or sound of the blades will change as soon as materials drop into the hopper. You may need to pause while feeding materials into the machine to let the disintegrator properly cut and move it to the baler.

3.2.4. Bound materials shall be broken down and feed into the machine.

3.2.5. When the baler alarm activates, a loud siren and flashing light will alert the user(s) to change the trash bag. When this happens, stop feeding the machine, turn off the conveyor ramp, and set the baler control switch to “Hand.” This will turn off the siren and flashing light. Do not turn off any other systems.

3.2.6. Reverse the baler ram by holding the start and reverse buttons simultaneously for approximately 2 minutes or until you hear a “locking” sound which tells you the “ram” is retracted and ready to use.

3.2.7. Separate the baled materials from the end of the baler using gloves located in the metal cabinet. Tie off the trash bag and dispose of it in the dumpster outside Bldg 7423 and ensure proper back lifting procedures are used when transporting the bales as they each can weigh between 50 to 70 pounds.

3.2.8. Put a new trash bag on the baler.

3.2.9. Turn the baler control switch to “Auto.” Turn on the conveyor ramp and resume destroying your materials.

3.2.10. If the system jams, do not attempt to fix the equipment yourself!

3.2.11. Turn off the main power during any emergency and notify the facility manager.

### 3.3. Shutdown Procedures.

3.3.1. After the last piece of media has dropped into the hopper turn off the conveyor ramp switch at Panel # 5.

- 3.3.2. Wait 3- to 5-minutes before turning off the disintegrator switch at Panel # 4.
- 3.3.3. Turn off the baler switch located at Panel # 3.
- 3.3.4. Wait 1- to 2-minutes before turning off the fan switch located at Panel # 2 and the airlock switch located at Panel # 1. This will give the system proper time to clear.
- 3.3.5. Shake tall dust filter tubes and then open the hatch and vacuum out the bottom if needed.
- 3.3.6. Clean the area and all equipment used.
- 3.3.7. Replace all equipment to its original location and put all cleaning supplies back in the metal cabinet.
- 3.3.8. Ensure no classified or sensitive materials are lying about in the Vandenberg Air Force Base Destruction Facility.
- 3.3.9. Turn water off (clockwise) at base of sink. At this time, the Facility Manager or Base Records Management personnel will be present to make final visible inspection.
- 3.3.10. Turn off house light switch by the front entrance.
- 3.3.11. Lock the facility and return key to 30 CS/SCBR or the facility manager may be present to secure the area.

**4. Equipment Safeguard Items.** Failure to observe the following instructions can cause personal injury or serious equipment damage.

- 4.1. Do not change the baler count—the bales get heavier the bigger they get.
- 4.2. Do not shake the dust filter while equipment is operational.
- 4.3. Do not deviate from established feed rates and ratios ([Attachment 1](#)). This could result in serious equipment damage.
- 4.4. Never operate equipment alone not even for a moment.
- 4.5. Do not speed up equipment in order to accomplish task faster.
- 4.6. Do not attempt to clear the equipment.
- 4.7. Do not overfeed equipment; establish a safe feed rate by “feel” or sound of cutting blades.
- 4.8. Do not look into the hopper while the disintegrator is running.

BRADLEY K. ASHLEY, Lt Col, USAF  
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**Attachment 1****FEED RATES AND RATIOS**

A1.1. Laminates and transparencies must be destroyed with paper to facilitate the cutting process. Too little paper will cause the blades to overheat and melt the plastic instead of cutting it. This will result in jams, unnecessary wear on the blades, and could cause a fire.

**Table A1.1. Table of Feed Rates and Ratios**

<b><u>Material Thickness</u></b>	<b><u>Ramp Speed</u></b>	<b><u>Paper Ratio</u></b>	<b><u>Maximum</u></b>
Paper	30-40	NA	½ inch
Laminate	30	3:1	½ inch
Transparencies	30	3:1	½ inch
Typewriter Ribbons	30	4:1	NA
Tapes	30	4:1	NA

A1.2. Typewriter ribbons, audiotapes, videotapes, and other materials must be taken apart, and then placed in an envelope or paper bag to prevent tape from wrapping around the blades.

A1.3. Plastic Comb bindings can remain in any documents as long as the materials do not exceed ¼-inch in thickness. All other fastening devices must be removed (i.e., paper clips, staples, fasteners, screw posts, etc.) to prevent the blades from getting dull.